



**Animal and Plant Health Inspection Service**  
**UNITED STATES DEPARTMENT OF AGRICULTURE**  
**Job Announcement Number: CIPPD-2010-0001**

**POSITION:** Environmental Protection Specialist  
Full Time  
Federal Career Intern Program

**SERIES & GRADE:** GS-0028-9  
Promotion potential: GS-11

**OPEN PERIOD:** 12/14/2009 to 12/21/2009  
*\*Application packages must be postmarked 12/21/2009*

**DUTY LOCATION:** (Riverdale, MD)

**SALARY:** Range for GS-9: \$ 50,408 to \$ 65,531 (does not include the 2010 salary increase)

**PROGRAM:** USDA Animal and Plant Health Inspection Service,  
Policy and Program Development, Environmental  
and Risk Analysis Services

**MAIL OR FAX TO:** USDA, MRP, HRO, Staffing (Barb Lutz)  
100 North Sixth Street, Suite 510C  
Minneapolis, MN 55403-1588  
Fax: (612) 336-3560

*Application materials must be postmarked by the closing date of the announcement. Faxed applications must be received at the fax number listed by midnight Central Time of the closing date. Do NOT email documents; emailed applications will not be considered.*

**WHO MAY BE CONSIDERED**

This announcement is open to all United States citizens.

**APPOINTMENT DESCRIPTION**

This position is a 2-year internship in the excepted service. Upon successful completion of the internship, interns may be eligible for permanent placement with the agency without further competition. During the 2-year internship this appointment does not confer all of the opportunities usually associated with the competitive service such as tenure and transfer privileges. However, the selectee will be entitled to health and life insurance benefits, retirement benefits and leave accrual.



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#### **MAJOR DUTIES**

**The duties described are for the full-performance level. At developmental grade levels, assignments will be of more limited scope, performed with less independence and limited complexity.**

**This position is with the Environmental and Risk Analysis Services (ERAS) staff, Policy and Program Development (PPD). PPD assists the Animal and Plant Health Inspection Service (APHIS) leadership to continually improve its programs by making and implementing decisions and plans that are based on sound science and rigorous analysis of data, and that are consistent with the agency's environmental stewardship goals, legal authorities, and overall policies. PPD is also responsible for ensuring that APHIS, as a whole, is in compliance with the National Environmental Policy Act of 1969 (NEPA), the Endangered Species Act of 1973 (ESA), the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA), and other relevant environmental review requirements.**

**The ERAS staff provides APHIS programs with environmental compliance advice, assistance, and training; manages the preparation of environmental impact statements, biological assessments, pesticide registrations and reports, and other studies requiring high levels of analytical skills or specialization; and supports agency officials in their efforts to institutionalize an environmental ethic in the various agency programs.**

**The person selected for this position will be responsible for the performance of a wide variety of analytical, research, report writing, and editing tasks on environmental subjects in support of APHIS' programs. The incumbent reports to the Assistant Chief of ERAS for Environmental Compliance Services, but coordinates procedural and scientific aspects of the environmental work with senior staff in APHIS, USDA, and other federal agencies.**

**The duties may include, but are not limited to the following:**

- **Participates in the coordination of procedural and scientific aspects of environmental documentation at the program and project levels, and in the preparation of briefing papers, responses to Congressional inquiries and investigations by the U.S. Government Accounting Office, speeches, outlines, abstracts, summaries of activities, memoranda, and general correspondence. Reviews and edits a wide variety of reports and documents produced by staff on matters relating to environmental compliance.**
- **Advises and assists in development of policy, procedural, statutory, regulatory, and administrative matters relating to environmental "compliance." Participates in policy and procedural determinations in agricultural, ecological, and environmental matters.**
- **Resolves environmental compliance issues at meetings, conferences, symposia, work groups, and other discussion forums.**
- **Provides liaison and procedural support within APHIS and USDA, and between APHIS and other U.S. Governmental agencies, departments, and offices (e.g., OSTEP, FDA, EPA, FWS, ARS), local, state, and foreign governments, as well as outside organizations and entities engaged in agricultural and ecological research and development and policy determinations.**



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- Participates in the review of policy, statutory, regulatory, administrative documents, correspondence, and proposals, and provides policy/procedural evaluation and advice. Provides input for the development of environmental procedures at the program and project levels. Assists in planning, evaluation, and review of environmental documents. Participates on behalf of APHIS in reviews of USDA and other entities activities in areas of environmental "compliance."
- Receives, reviews, organizes, and analyzes comments submitted to APHIS on environmental analysis and compliance matters.

### **REQUIREMENTS**

- U.S. Citizenship
- Males born after 12/31/59 must be registered with the selective service.
- DD214 or other veteran's documents required to receive veterans' preference
- Transcripts must be submitted for this position
- Travel (e.g., 3-5 nights per month) may be required

### **SPECIAL CONDITIONS**

- As a condition of employment, appropriate security clearance is required for this position.

### **QUALIFICATIONS REQUIREMENT**

***To qualify, all applicants MUST meet all qualification requirements by the closing date of the announcement.***

#### **SPECIALIZED EXPERIENCE AT THE GS-9 GRADE LEVEL:**

**To qualify based on experience, applicants must have one year of specialized experience equivalent in level of difficulty and responsibility to the GS-07 grade level in the federal service. The specialized experience should be related to the duties described above.**

#### **EDUCATION SUBSTITUTION AT THE GS-09 GRADE LEVEL:**

**Transcripts are required from an accredited college or university if qualifying based on this provision. Applicants must have a master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree. Qualifying degrees would include Environmental Sciences, Environmental Engineering, Biology, Ecology, or other degrees which demonstrate the knowledge, skills, and abilities necessary to do the work.**



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**HOW YOU WILL BE EVALUATED – RANKING FACTORS**

*Please address all of the following factors in your application. Your answers will help determine your rating. You may receive a lower rating if you fail to address any of the factors.*

1. Please list your Grade Point Average(s) for any post high school degree(s) you have received.
2. Please include all of your work experience in your resume.
3. Please list any type of community service you have performed.
4. Please list any experience you have leading or supervising an organization or business. (*Examples: office holder in an organization, leader of a group or sports activity, shift supervisor position, etc.*)
5. Please list any awards you have received.

**HOW TO APPLY**

A complete application will require the submission of the following:

1. Resume that includes:
  - dates of employment (MM/DD/YY)
  - hours per week
  - Include series and grade level for all federal civilian employment
2. Responses to the Ranking Factors (listed above)
3. Supporting Documentation such as transcripts (*See Required Documents section for more information*)

**REQUIRED DOCUMENTS**

***Documentation of Education:*** Documentation of education is required if you are qualifying for the position based on education rather than, or in addition to, experience.

**What to submit:**

- College transcripts; or
- A copy of your college diploma (reflecting the field of study, if a specific degree is required) with a list of all college courses with grades and credits (indicate quarter/semester hours and GPA).

**\*\*\*All transcripts must be in English or include an English translation**

**NOTE:** Foreign education must be evaluated by an approved organization. The U.S. Department of Education may be of some help in providing information on these organizations. Visit the U.S. Department of Education at the following web site:

<http://www.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>



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***Veterans' Preference Documents:*** If you are claiming Veterans' Preference, you must submit the following proof of eligibility:

- **Five Point Preference:** DD-214 (Please submit the DD-214 (Member Copy 4) for the period of service which you are claiming Veterans Preference)
- **Ten Point Preference:** DD-214 (Please submit the DD-214 (Member Copy 4) for the period of service which you are claiming Veterans Preference), Standard Form 15 (Application for 10-Point Veterans Preference) and the proof requested on the Standard Form 15. For an on-line exact replica of Standard Form 15, visit: [http://www.opm.gov/forms/pdf\\_fill/SF15.pdf](http://www.opm.gov/forms/pdf_fill/SF15.pdf)

Applicants who don't have a DD-214 because they are on active duty must include the following information in their application:

- Dates of service (e.g. 1/5/08 to present);
- Branch of Service; and
- Rank and a description of duties and responsibilities.

**ADDITIONAL INFORMATION**

- **Qualifications:** Additional information is available on OPM's website at <http://www.opm.gov/qualifications>
- **Veterans Preference:** Additional information is available in the Vet Guide on OPM's website at <http://www.opm.gov/veterans/html/vetguide.asp>

**CONTACT INFORMATION**

**Human Resources Staffing Specialist: Barb Lutz**

**Phone: (612) 336-3280**

**E-mail: [barbara.j.lutz@aphis.usda.gov](mailto:barbara.j.lutz@aphis.usda.gov)**

**SPECIAL NOTES**

The U. S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.)

Persons with disabilities who require alternative means for communication of program information (Braille, large print, audio tape, etc) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W Whitten Building, 14th and Independence Avenue SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

This agency provides reasonable accommodation to applicants with disabilities.

If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.